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Approved For Release 2001/03/06 : CIA-RDP78-04718A000600160011-8

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7 August 1952

MEMORANDUM FOR: Chief, Procurement and Supply Office  
Chief, Office of General Services  
Chief, Medical Staff  
Comptroller

SUBJECT : Training Liaison Officers

1. Reference is made to my brief comments at the Deputy Director (Administration) Staff Meeting of 5 August. You will recall that I asked for nominations for Training Liaison Officers to conduct your training affairs. Your nominations should be individuals of sufficient knowledge of your functions that they may speak with understanding for your entire office. They should also be of sufficient rank to allow them to speak authoritatively and to make commitments for your office. I would appreciate having your nominations by the end of this week. Their names will be given to Training, who will set up briefing sessions with them.

2. The attached "Summary of Office of Training (General) Courses and Programs," dated 23 July 1952, is provided for your guidance and the use of the Training Liaison Officers you nominate.

/S/  
[Redacted]  
Special Assistant to  
Assistant Deputy Director  
(Administration)

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1 Att - Summary of Office of  
Training (General)  
Courses and Programs

SA/ADD/A:RSW:jeb

cc: ADD/A chrono

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